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ABSTRACT

This guide was developed as a "how to" training device for printing spreadsheet files using AppleWorks on the Apple IIe computer with a Duodisk or two disk drives. Step-by-step instructions are provided for selecting the print option; printing entire files; and for printing specific rows, columns, or blocks of the file. For each step, a diagram of the screen display is included. (GL)

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PRINTING APPLEWORKS V1.3

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SPREADSHEET FILES

USING THE

APPLE IIe COMPUTER

FIRST EDITION

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INTRODUCTION

"Printing AppleWorks V1.3 Spreadsheet Files Using The Apple IIe Computer" was developed for use as a "how to" training device. It can be used with Apple IIe computers which have a Duodisk or two disk drives. Its development was accomplished using an Apple Duodisk drive, 5 1/4" floppy disks, and the 1.3 Version of the AppleWorks program. The pictures one sees in the Figures of this document are those that will be seen when V1.3 of the AppleWorks program is used to print spreadsheet files. Generally, other versions of the AppleWorks program, as well as the smaller disk drives presently available on the market, may be used in conjunction with the document. If the document is to be used as it was intended at the time of development, users must have the following items available to them:

1. Apple IIe computer.

- 2. A Duodisk or two disk drives.
- AppleWorks startup and AppleWorks program disks. These items may be located on opposite sides of the same computer disk.
- 4. One data disk upon which is stored, a spreadsheet file.

If this document is to be used as it was intended, users must know how to:

- 1. Turn on the computer.
- 2. Bring spreadsheet files from a data disk to the computer desktop.

After using this document, Apple IIe computer operators should be able to use AppleWorks V1.3 to print spreadsheet documents. Additional guidance in this regard may be found in the AppleWorks program manual which accompanies the purchase of the program. Manuals are also available from many bookstores.

Mistakes found in this document are our's.

RMS DSS



1

STE P 8

DIRECTIONS

File Loading. Bring the spreadsheet file with which you wish 01. to work to the desktop. Your monitor screen will appear similar to the example shown in Figure 1.

File: SS00915.006	REVIEW/ADD/CHANGE		Escape: Main Men	
11		-		
~ 2I			•	
31STATUS	ITEM DESCRIPTION	NSN		BO
41			-	
.51			TOTALS	\$ 32
61				
71RCVD 14 APR	ELEC GLOVES RUBBER	8415-01-158-9448		
SIRCVD 14 APR	GLOVES SHELL, ELEC	8415-00-264-3618		
91RCVD 19 APR	RESISTER, 600SL	5905-00-778-1950		\$27
101RCVD 05 MAY	SLEEVING, INS ELEC	5970-00-059-7325		
111RCVD 10 MAY	TRANSISTOR	5961-00-422-3466		
12IRCVD 05 MAY	CAP 50 V	5910-00-550-1871		\$1
131RCVD 15 MAY	CAP 1800PT	5910-00-608-3171		\$ 3
14IRCVD 10 MAY	LAMP INCN 116W 120V	6240-00-842-2887		
15IRCVD 31 MAY	TELEPHONE CABLE	6145-00-823-2280		
161SHIP 26 MAY	PN 17-162-L TERM BD	5940-00-502-8058		•
171CODE 2A	PN 8-160-R TERM BD	5940-00-935-3410		
18IRCVD 19 APR	PN 10-161-R TERM BD	5940-00-238-2902		
λ1				

Type entry or use 9 commands

9-? for Help

Figure 1. The Monitor Screen Showing An Example Spreadsheet File.

Selecting The Print Option.

Press the OPEN-APPLE and the "P" keys at the same time (see Figure 2).



File: SS00915.006	PRINT ====F================================		Escape: Re	view/Add/Chang ====I=====
11				_
ि 21 २ अ। I TEM DESCRIPTION	NSN		DO 4	DO 0
4	11014		BO 1	BO 2
्रें 51		TOTALS	\$691.44	\$0.00
& 6I	-			
71ELEC GLOVES RUBE				
	EC 8415-00-264-3618			
9 PRESISTER, 600SL			\$270.00	:
10 I SLEEVING, INS EI	EC 5970-00-059-7325			
11 TRANSISTOR	5961-00-422-3466		\$. 54	•
121CAP 50 V	5910-00-550-1871		\$18.30	
131CAP 1800PT	591 0- 00- 608 -3171		\$31.60	_
141LAMP INCN 116W 1	20V 6240-00-842-2887			-
15 TELEPHONE CABLE	6145-00-823-2280			
16 PN 17-162-L TERM	BD 5940-00-502-8058			
	BD 5940-00-935-3410			
	BD 5940-00-238-2902			

Print? All Rows Columns Block

03. Printing The File.

- a. Printing the entire file.
 - (1) With the, "All," option highlighted, press the RETURN key (see Figure 3).



Figure 2. The Monitor Screen After Selecting The Print Option.

PRINT

Escape: Review/Add/Change

The information that you identified is 150 characters wide.

The Printer Options values allow 204 characters per line.

Where do you want to print the report?

- 1. Apple DMP
- 2. ImageWriter
- 3. EPSON
- 4. The clipboard (for the Word Processor)
- 5. A text (ASCII) file on disk
- 6. A DIF ('M') file on disk

Type number, or use arrows, then press Return

17K Avail.

- Figure 3. The Monitor Screen After Selecting The All Option.
 - (2) Use the ARROW keys and highlight the name of the printer used with your computer.
 - (3) Press the RETURN key once (see Figure 4).



PRINT

Escape: Restore former entry

Type report date or press Return:

17K Avail.

Figure 4. The Monitor Screen After Selecting The Printer Type.

(4) Type the date (see Figure 5).



PRINT

Escape: Restore former entry

Type report date or press Return: 89JUN15

17K Avail.

Figure 5. The Monitor Screen Showing The Report Date Typed.

(5) Press the RETURN key once (see Figure 6).

PRINT

Escape: Review/Add/Change

How many copies? 1

17K Avail.

Figure 6. The Monitor Screen After Entering The Date.

- (6) Type the number of copies you want printed.
- (7) Press the RETURN key once. Figure 7 shows the printed file.

361e1 SS00915.006 JUN15 Pa 89

80A2 US	ITEM DESCRIPTION	NSN		BO 1
****			TOTALS	\$320.44
RCVD 14 APR RCVD 14 APR RCVD 19 APR RCVD 05 MAY RCVD 10 MAY RCVD 05 MAY RCVD 15 MAY RCVD 10 MAY RCVD 10 MAY RCVD 31 MAY SHIP 26 MAY CODE 2A RCVD 19 APR	ELEC GLOVES RUBBER GLOVES SHELL, ELEC RESISTER, 600SL SLEEVING, INS ELEC TRANSISTOR CAP 50 V CAP 1800PT LAMP INCN 116W 120V TELEPHONE CABLE PN 17-162-L TERM BD PN 8-160-R TERM BD PN 10-161-R TERM BD	6145-00-823-2280 5940-00-502-8058 5940-00-935-3410	-	\$270.00 • \$.54 \$18.30 \$31.60

Figure 7. The Printed Spreadsheet Document.

- (8) Notice that there overstrikes and all of the file is not printed suggesting that a smaller print size is required. Using the print option, OPEN-APPLE-O, you may change the number of characters (CI) per inch that the printer (ImageWriter II) will print to 17. While AppleWorks will print up to 24 characters per inch, the printer will not unless you direct it to do so. If you are unable to print your spreadsheet file the way you want, consult your printer technical manual and the AppleWorks reference manual for additional details or use one of the alternate printing methods outlined below.
- (9) Return to the streadsheet file (see Figure 8).



File: SS00915.006	REVIEW/ADD/	CHANGE	Esc	cape: Main Menu
====================================	###### <u> </u> ##############################		=======================================	ents I nemes
SIITEM DESCRIPTION	NSN		BO 1 B	30 2
() (5) () (5)		TOTALS	\$320.44	\$0.00
8 GLOVES SHELL, ELEC	8415-01-158-9448 8415-0ù-264-3618			ŧ
101SLEEVING, INS ELEC	5905-00-778-1950 5970-00-059-7325		\$270.00	•
211 TRANSISTOR 212 CAP 50 V 213 CAP 1800PT	5961-00-422-3466 5910-00-550-187		\$.54 \$18.30	-
14/LAMP INCN 116W 120V	5910-00-608-3171 6240-00-842-2887 6145-00-823-2280		\$ 31.60	
16 PN 17-162-L TERM BD 17 PN 8-160-R TERM BD	5940-00-502-8058			
181PN 10-161-R TERM BD	5940-00-238-2902			
[1				

Figure 8. The Monitor Screen Showing The Spreadsheet File.

b. Printing Specific Rows.

Type entry or use 3 commands

(1) Using the ARROW keys, move the cursor to the first cell of the first row that you want to print.

9-? for Help

- (2) Press the OPEN-APPLE and the "P" keys at the same time.
- (3) Use the RIGHT-ARROW key and highlight the "Rows" option.
- (4) Press the RETJRN key once (see Figure 9).



File: SS00915.006	PRINT		Escape: R	ev!ew/Add/Change
1! 2i	eessa Essaassaan Faus	=======================================	******	
SIITEM DESCRIPTION	NSN		BO 1	BO 2
51 61		TOTALS	\$ 320.44	\$0.00
7 ELEC GLOVES RUBBER	8415-01-158-9449			
81GLOVES SHELL, ELEC 91RESISTER, 600SL				t.
1018LEEVING, INS ELEC	5905-00-778-1950		\$270.0C	•
· 11 TRANSISTOR	5961-00-422-3466		*. 54	
121CAP 50 V	5910-00-550-1871		\$18.30	-
131CAP 1800PT	5910-00-608-3171		\$31.60	
14 LAMP INCN 116W 120V 15 ITELEPHONE CABLE				
16 PN 17-162-L TERM BD	6145-00-823-2280			
171PN 8-160-R TERM BD	5940-00-802-8088			
181PN 10-161-R TERM BD	5940-00-238-2902			
R1				

Use cursor moves to highlight Rows, then press Return

(5) Use the DOWN-ARROW key and highlight the rows that you want to print.

17K Avail.

(6) Press the RETURN key once (see Figure 10).

Figure 9. The Monitor Screen After Selecting The Rows Option.

PRINT

Escape: Review/Add/Change

The information that you identified is 150 characters wide.

The Printer Options values allow 204 characters per line.

Where do you want to print the report?

- 1. Appl. DMP
- 2. ImageWriter
- 3. EPSON
- 4. The clipboard (for the Word Processor)
- 5. A text (ASCII) file on disk
- 6. A DIF (TM) file on disk

Type number, or use arrows, then press Return

17K Avail.

Figure 10. The Monitor Screen After Entering The Rows To Be Printed.

- (7) The remainder of the process is the same as it was for printing all of the files (above).
- (8) Press the ESC key once (see Figure 11).

File: SS00915.006	######C#########B#####################		Escape: Main Men		
21 21 31 ITEM DESCRIPTION	NSN		BO 1 B0	0 2	
- 51 61-		TOTALS	\$320.44	\$ 0.00	
71 BLEC GLOVES RUBBER 81 GLOVES SHELL, ELEC	8415-01-158-9448 8415-00-264-3618			ŗ	
91 RESISTER, 600SL 101 SLEEVING, INS ELEC	5905-00-778-1950	•	\$270.00	•	
** * * * * * * * * * * * * * * * * * *	5961-00-422-3466 5910-00-550-1871		\$.54 \$18.30		
131CAP 1800PT 141LAMP INCN 116W 120V	5910-00-608-3171		\$31.60	-	
15 TELEPHONE CABLE 16 PN 17-162-L TERM BD	6145-00-823-2280 5940-00-502-8058				
171PN 8-160-R TERM BD 181PN 10-161-R TERM BD					

Type entry or use 9 commands

9-? for Help

Figure 11. The Monitor Screen Showing The Spreadsheet File.

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- c. Printing Specific Columns.
 - (1) Use the ARROW keys and highlight the first cell of the first column you wish to print.
 - (2) Press the OPEN-APPLE and the "P" keys at the same time.
 - (3) Use the RIGHT-ARROW key and highlight the "Column" option.
 - (4) Press the RETURN key once (see Figure 12).

File: SS00915.006	PRINT		•	i w/Add/Chang	je
· munanus (comunus us) maus · · · · · · · · · · · · · · · · · · ·		====\U===	=======================================	=== =====	
~ 21					
31ITEM DESCRIPTION	NSN		BO 1 B	0 2	
(g · 41 - 1					
🛴 51		TOTALS	\$ 320.44	\$0.00	
%. 6l°					
7 PLEC GLOVES RUBBER	8415-01-158-9448				
8 GLOVES SHELL, ELEC	8415-00-264-3618			;	
91RESISTER, 600SL	5905-00-778 -1950		\$270.00	•	
101SLEEVING, INS ELEC					
111TRANSISTOR	5961-00-422-3466		*.54		
121CAP 50 V	5910-00-550-1871		\$18.30	-	
131CAP 1800PT	5910-00-508-3171		\$31.60		
141LAMP INCN 116W 120V	6240-00-842-2887				
15 TELEPHONE CABLE	6145-00-823-2280				
161PN 17-162-L TERM BD	5940-00-502-8058				
171PN 8-160-R TERM BD	5940-00-935-341 0				
181PN 10-161-R TERM BD					
,					

Use cursor moves to highlight Columns, then press Return 17K Avail.

Figure 12. The Monitor Screen After Selecting The Columns Option.

(5) Use the ARROW keys and highlight the columns to be printed.

(6) Press the RETURN key once (see Figure 13).



File: \$500915.006

PRINT

Escape: Review/Add/Change

The information that you identified is 50 characters wide.

The Printer Options values allow 204 characters per line.

Where do you want to print the report?

- 1. Apple DMP
- 2. ImageWriter
- 3. EPSON
- 4. The clipboard (for the Word Processor)
- 5. A text (ASCII) file on disk
- 6. A DIF (TM) file on disc

Type number, or use arrows, then press Return

17K Avail.

- Figure 13. The Monitor Screen After Entering The Columns To Be Printed.
 - (6) The remainder of the process is the same as it was when printing all of the files (above).
 - (7) Press the ESC key once to return to the spreadsheet (see Figure 14).



File: SS00915.006			REVIEW/ADD/CHANGE		Emcape: Main Menu		
Ž	11	-	•	•••			
F. 6.86	31 ITEM DESCRIPTION	NSN		BO 1 B0	0 2		
	5i 6i		TOTALS	\$320.44	\$0.00		
	71ELEC GLOVES RUBBE	ER 8415-01-156-9448 EC 8415-00-264-3618					
	91 res ister, 600sl Loisleeving, ins eli	5905-00-778-1950 C 5970-00-059-7325		\$270.00	t		
<u></u>	litransistor Licap 50 V	5961-00-422-3466 5910-00-550-1871		*.54 *18.30	•		
3		5910-09-608-3171 20V 6240-00-842-2887		\$31.60	-		
1		6145-00-823-2280 BD 5940-00-502-8058					
		BD 5940-00-935-3410 BD 5940-00-238-2902					
: E1		. # - # # # # # + + 1,		~~~~~~~~			

Type entry or use 9 commands

9-? for Help

- d. Printing Blocks Of The File.
 - (1) Use the ARROW keys and move the highlight to one of the corners on the block of information you wish to print.
 - (2) Press the OPEN-APPLE and the "P" keys at the same time.
 - (3) Use the RIGHT-ARROW key to highlight the "Block" option.
 - (4) Press the RETURN key once (see Figure 15).

Figure 14. The Monitor Screen Showing The Spreadsheet File.

File: SS00915.006	PRINT			iew/Add/Change
#####################################		:EE:2:=G0=2:	=====	=== [=====
3 SITEM DESCRIPTION	NSN		BO 1 B6	0 2
51 61		TOTALS	\$320.44	\$0.00
71ELEC GLOVES RUBBER 81GLOVES SHELL, ELEC	8415-01-158-9448 8415-00-264-3618			
91RESISTER, 600SL 101SLEEVING, INS ELEC	5905-00-778-1950		\$270.00	*
11 TRANSISTOR	5961-00-422-3466 5910-00-550-1871		\$.54 \$18.30	•
13 CAP 1800PT 14 LAMP INCN 116W 120V	5910-00-608-3171		\$31.60	-
15 TELEPHONE CABLE 16 PN 17-162-L TERM BD	6145-00-323-2280			
	5940-00-935-3410			

Figure 15 The Monitor Screen With The Block Option Selected.

Use cursor moves to highlight Block, then press Return

17K Avail.

E1

⁽⁵⁾ Use the ARROW keys and highlight the the block you wish to print.

⁽⁶⁾ Press the RETURN key once (see Figure 16).

==F===== G====	=======================================	=== 35532
	BO 1 B0	0 2
TOTALS	\$320.44	\$0.0 0
	\$270.00	:
		_
	\$. 54	•
	\$31.60	-
2702		
		9-? for Help
	TOTALS 9448 3618 1950 7325 3466 1871 3171 2887 2280 8058 3410 2902	9448 3618 1950 \$270.00 7325 3466 \$.54 1871 \$18.30 3171 \$31.60 2887 2280 8058 3410

The Monitor Screen After Entering The Blocks To Be Figure 16. Printed.

(7) The remainder of the printing process is the same as it was when all of the document was printed (above).

05. Additional Directions. For additional directions, consult the AppleWorks instruction book.